



Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 615
Madison, WI 53703-3220

Scott Walker
Governor

Homeland Security
HS WEM NIMS and ICS Training (2009)

Grant Announcement

**Applications must be submitted through
Egrants on or before August 1, 2011**



Important Contact Information for this Grant Opportunity:

Program/Policy: Michael Pohlman (608) 261-7530 or
michaelj.pohlman@wisconsin.gov

Budget/Fiscal: Deb Hughes (608) 261-4375 or
deb.hughes@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: OJAEgrants@wi.gov
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: <http://oja.wi.gov>.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Homeland Security

Grant Title: HS WEM NIMS and ICS Training Grant Program (2009)

Description: This grant will allow the Training Section Program Supervisor of Wisconsin Emergency Management (WEM) to provide training through FEMA G Series Courses, ICS Courses, in state courses provided by Texas Engineering Extension Service (TEEX), Center for Domestic Preparedness (CDP), Emergency Management Institute (EMI) and WEM workshops and courses. This funding to WEM is being provided in addition to the annual funding provided by OJA directly to local governments and technical colleges for NIMS and ICS training. Those direct grants are currently open for application on the OJA web site.

Opportunity Category: Non-Competitive/Limited Eligibility

Important Dates:

Application Due Date: August 1, 2011

Project Start Date: July 1, 2011

Project End Date: June 30, 2012

Anticipated Funding Amount: \$82,000

Match/Cost Sharing Requirement: None

Eligibility: Wisconsin Emergency Management is the only eligible grantee.

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS NIMS and ICS Training Grant Program (2009)

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

This grant will allow the Training Program Supervisor of WEM to provide local training. This training will focus on using the facilities at REACT, Fort McCoy and regionally to minimize costs. There may however be a need to provide local agencies with training opportunities at the following two events: Governor's Conference and Wisconsin Emergency Managers' Association Conference.

This funding to WEM is being provided in addition to the annual funding provided by OJA directly to local governments and technical colleges for NIMS and ICS training. Local agencies and technical college are still eligible to apply directly for funding on the OJA web site.

Eligible Training Courses:

Courses eligible for funding out of the 2009 NIMS and ICS Training Grant Program are limited to FEMA G Series Courses, ICS Courses, In State courses provided by TEEX, CDP or EMI courses and WEM workshops and courses. A list of eligible courses includes but is not limited to those outlined below. If a course is not identified below, the requesting agency should contact David Nunley at Wisconsin Emergency Management, 608-242-3213 or david.nunley@wisconsin.gov.

- ICS – 100 Introduction to the Incident Command System
- ICS – 200 Incident Command Systems for Single Resources
- ICS – 700 [National Incident Management System \(NIMS\) An Introduction](#)
- ICS – 800 [National Response Framework, An Introduction](#)
- G – 120/130 Exercise Design and Evaluation (HSEEP) Course
- G – 191 EOC/ICS Interface
- G – 197 Emergency Planning and Special Needs Populations
- G – 202 Debris Management
- G – 240 Leadership and Influence
- G – 242 Effective Communications
- G – 250.7 Rapid Assessment Planning
- G – 270.4 Recovery from Disaster: The Local Government Role
- G – 276 Resource Management
- G – 288 Donations Management Workshop
- G – 290 Public Information Officer (PIO)
- G – 300 (ICS-300) Intermediate Incident Command System
- G – 385 Disaster Recovery Operations

- G – 393 Mitigation for Emergency Managers
- G – 400 (ICS-400) Advanced Incident Command System
- G – 402 (ICS-402) Incident Command System Overview for Executives/Senior Officials
- G – 775 Emergency Operations Center Operations
- Command and General Staff Course for Local/Tribal Incident Management Teams (IMT)
- ICS All Hazard Position Specific Training Courses:
 - [Communications Unit Leader](#)
 - [Division Group Supervisor](#)
 - [Facilities Unit Leader](#)
 - [Finance Administration Unit Leader](#)
 - [Finance Section Chief](#)
 - [Incident Commander](#)
 - [Liaison Officer](#)
 - [Logistics Section Chief](#)
 - [Operations Section Chief](#)
 - [Planning Section Chief](#)
 - [Public Information Officer](#)
 - [Resources Unit Leader](#)
 - [Safety Officer](#)
 - [Situation Unit Leader](#)
 - [Supply Unit Leader](#)

Special Notes:

- Online IS courses may be found at <http://training.fema.gov/is/crslist.asp> Online courses are not eligible for funding because they are no-cost independent study courses.
- ICS 100, 200, 700 and 800 are best taken online at the above link. If an “in classroom” course is necessary, the instructor will need to develop instructional materials based off of the online version because the FEMA Independent Study Program does not provide hard copy materials for print.
- More information on NIMS, NIMS compliance, and answers to frequently asked questions are available on the NIMS Integration Center web page: <http://www.fema.gov/emergency/nims/index.shtm>
- ICS All Hazard Position Specific Courses require nationally recognized instructors. For a list of those instructors please contact David Nunley.

Award Information

Homeland Security Grant Program funding in the amount of \$82,000 will be provided to WEM through the office of the Training Program Supervisor to provide training courses to meet the goals of statewide readiness in the areas of NIMS and ICS. No match of any kind is required.

Upon application approval, the applicant agency’s project director will receive a paper grant award document by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the ‘self registration’ process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAEGrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Pohlman at (608) 261-7530 or at michaelj.pohlman@wi.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.485/mile
- Lodging: \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$9/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$17/dinner (returning after 7 p.m.); \$5/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual”.)

Supplies and Operating Expenses: Includes consumables such as paper, stationery and postage. Also includes operating expenses such as rent and utilities. Show computations for all items.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. This includes instructors’ costs. These shall not exceed \$360 for an eight hour day or \$45 per hour. List all expenses to be paid from the grant to the individual instructors (e.g., travel, lodging, meals, etc.).

4. Budget Narrative

Please describe how your budget relates to the overall program/project strategy or implementation plan. Please provide a training plan that includes a list of the courses anticipated for funding under this grant, intended audience, and proposed timeframe for delivery. This may be provided as an attachment.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide quarterly progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. The Wisconsin Emergency Management Training Attendance Roster shall be used for each training session. This identifies pertinent class information as well as recognition that the State is incurring costs on behalf of local government.
2. Class size shall be 20 students however the Training Director may on a case by case basis make a determination to conduct classes with 15 as needed.
3. All instructors must meet the minimum qualifications set forth by the Department of Homeland Security and are vetted instructors and in good standing on the list established by WEM and WEMA.
4. Instructor evaluations shall be completed for each class. Evaluations shall be the responsibility of the subgrantee. These evaluations will be kept on file at WEM and used to monitor and improve instructor performance.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

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